

KEMPSEY SHIRE COUNCIL

MAYORAL COMMUNITY FUND

Procedure 2.10.6

Policy No. and title	2.10	Request for Assistance Policy
Procedure	2.10.6	Mayoral Community Fund
Version	<u>3</u>	
Date Adopted		

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1 OBJECTIVES

To determine the allocation of monies from the Mayoral Community Fund in accordance with the Local Government Act 1993 and the Local Government Regulations 2005, including annual reporting requirements.

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2 STATEMENT

a) Savings from the Elected Officials Expense budgets each financial year will be allocated to the Fund.

b) An annual budget allocation of \$5,000 will be allocated to the Fund.

c) The Mayoral Community Fund will distribute funds to enhance the well-being of the Kempsey Shire community.

d) The policy will be reviewed and adopted by Council following each Local Government Ordinary election.

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e) The activities of the Fund will be included in Council’s Annual Report each year.

2.1 Who is Eligible to Receive Funding

a) To be eligible to receive funding the group, organisation or person needs to be based within or provide services to residents of the Kempsey Shire.

b) Contributions at an amount to be determined will be made on an annual basis without the requirement for an application to the following organisations:

i) Each school within the shire for end of year scholastic achievement awards.

ii) North Coast TAFE – Kempsey Campus for annual awards of excellence ceremony.

iii) The Country Education Foundation Australia for assistance to disadvantaged school leavers in rural and regional communities.

iv) Macleay Valley Business Chamber for assistance with the annual carols by candlelight event.

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c) Funding will not be considered for:

i) A group, organisation or person who has not provided a written report back to Council on the outcomes of a past project/event and benefits to the Kempsey Shire community of previous funding received.

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- ii) A political party or group.
- iii) A discriminatory organisation or group.
- iv) Anyone that has overdue outstanding payments to Council, including rents, rates, fees or council guarantor loan repayments.

2.2 Application Process

- a) Applications will be invited on an annual cycle.
- b) Advertisements will be placed in local media and on Council's website during the nominated [application](#) open dates.
- c) Applicants are to ensure the proposed project and/or event fits the timeframes mentioned above.
- d) Applications must be received by 4.30pm on the closing date.
- e) Applicants must have finalised and reported back to Council on any previous funding they had received.
- f) All applications must provide the following information:
 - i) Amount of financial assistance sought.
 - ii) Total cost of the project/event.
 - iii) Purpose of the project/event.
 - iv) Purpose of the individual, group or organisation seeking assistance.
 - v) Details of any previous assistance provided by Council.
 - vi) Benefit to the Kempsey Shire Council local government area.
 - vii) Details of any other contributions or assistance received for the project/event.
- g) Applications may be considered outside the annual application process where the purpose for which financial assistance is sought was not foreseen at the annual assessment time and there is an urgent need to deal with unusual situations that may arise, [conditional upon funds being available at that time](#).

2.3 Approval Process

- a) The application will be acknowledged within five (5) working days.
- b) Applications will be assessed by the Executive Assistant to the Mayor and General Manager to determine eligibility and completeness.
- c) Where applications are ineligible or incomplete the applicant will be advised.
- d) Eligible applications will be assessed by the Mayoral Community Fund Committee who will determine the priorities for financial assistance.

- e) A report from the Mayoral Community Fund Committee will be included in the next available business paper for resolution.
- f) Applicants will be advised of the Council meeting date at which the matter will be considered to enable them to attend if they wish.
- g) Applicants will be advised of the approval or rejection of their application within five (5) working days of a decision being made.
- h) [Successful applicants will be invited to provide a presentation at a Council meeting about their group/organisation, outlining the benefits of their project for the Kempsey Shire community.](#)

VARIATION

Council reserves the right to review, vary or revoke this procedure which will be reviewed periodically to ensure it is relevant and appropriate.